

# School District Administrative Claiming (SDAC) SY 2015 – 2016

**June 25, 2015**

**SC Department of Education  
Office of Medicaid Services**

# SDAC Overview

## **PART I:**

What is Administrative Claiming

SDAC Outreach – Why do it? How is it done?

Role of the SDAC Coordinator

SDAC Quality Assurance

## **PART II:**

SDAC Completion Rate/Activity Code Definitions

## **PART III:**

Navigating the SDAC Web Application

## **PART IV:**

Other Resources

# PART I

- ▶ What is Medicaid School District Administrative Claiming?

# What is Medicaid School District Administrative Claiming?

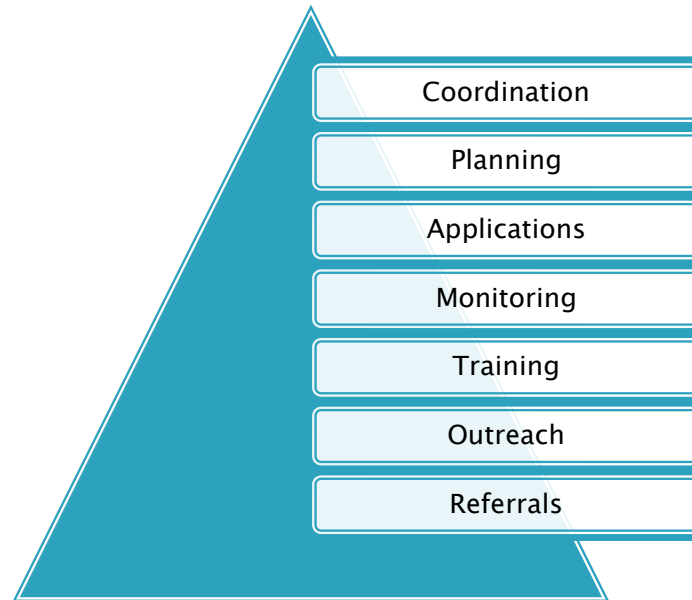
- ▶ Medicaid reimburses districts for direct therapies, administrative claiming, Title V nursing services (if applicable to district), Special Needs Transportation, and Speech Generating Devices.

# Direct Medical Services

- ▶ Direct Services are the Medicaid–billable activities that diagnose and treat medical conditions, or that transport children to Medicaid health care services. These services are billed to Medicaid as “medical assistance.” The following services or assistance are considered as direct services:
  1. Treatments in IEP and Speech Devices
  2. Special Needs Transportation (SNT)
  3. Title V Nursing (if applicable to district)

# Medicaid–Related Administrative Services

- ▶ SDAC is the administration of the Medicaid program that supports direct services and other Medicaid–related items.



# Medicaid–Related Administrative Services

- ▶ Coordination, Planning, Applications, Monitoring, Training, Outreach, and Referrals all fall under the umbrella of Medicaid Administration.



# Medicaid–Related Administrative Services

- ▶ Paperwork does not equate to ‘administration’ even if it’s related to Medicaid.
- ▶ Billing, clinical service notes, and activities related to a direct medical service are classified as part of that direct service *not* as Medicaid administration.



## So, SDAC is . . .

- ▶ Federal reimbursement for what certain staff in your district are already doing.
- ▶ School or school district employees may perform administrative activities that directly support the Medicaid program including outreach, eligibility work, coordination and monitoring services, training, and planning.
- ▶ **Medicaid is willing to pay your district under contract for performing these activities as support for the Medicaid program.**

# PART I

- ▶ SDAC Outreach

# SDAC OUTREACH

- ▶ Medicaid is low cost or free health coverage for certain individuals who:
- ▶ Fall within certain eligibility categories (medical condition, disabled, etc.) or certain ages (65 or older, under the age of 19).
- ▶ Meet certain income and resource limits.
- ▶ Meet certain non-income rules (citizenship, residency, identity, etc.).

# SDAC OUTREACH

- ▶ Healthy Connections is the name of South Carolina's Medicaid program.
- ▶ The South Carolina Department of Health and Human Services (SCDHHS) is the state agency that administers Medicaid in South Carolina.



# SDAC OUTREACH – Why do outreach?

- ▶ **Healthy Children learn better.** Recent research suggests an increase in Medicaid–eligible children correlates to an increase in graduation rates and college attendance.
- ▶ **Health coverage improves health.** Children without health coverage tend to wait longer before seeking care and develop more serious illnesses.
- ▶ **Children without health coverage are less likely to receive care and more likely to miss school.**

# SDAC OUTREACH – Why do outreach?

- ▶ LEAs can bill Medicaid for medical–related services listed in an **IEP**.
- ▶ LEAs can bill Medicaid for **Title V Nursing** services, services not listed in IEPs.
- ▶ LEAs can participate in Medicaid Administrative Claiming which **compensates districts for outreach** and eligibility efforts.

# SDAC OUTREACH

- ▶ C: Outreach to the Medicaid program.
- ▶ E: Facilitate Medicaid eligibility determinations or applications.
- ▶ Receive Federal funds at 50% for these activities.

# SDAC OUTREACH

- ▶ G/GR: Referral, monitoring, and coordination of Medicaid covered services.
- ▶ I: Assisting access to transportation/translation.
- ▶ K: Training: EPSDT/Medical/Medicaid related.
- ▶ M: Medical service program planning, policy development, and interagency coordination.
- ▶ Receive Federal funds at 50% of the Medicaid Eligibility Rate (MER) for these activities.



# Medicaid Income Limits

Family Size	208% FPL (Monthly Income Limit)	208% FPL (Annual Income Limit)
1	\$2,089.18	\$25,070.10
2	\$2,827.58	\$33,930.90
3	\$3,565.98	\$42,791.70
4	\$4,304.38	\$51,652.50
5	\$5,042.78	\$60,513.30
6	\$5,781.18	\$69,374.10
7	\$6,519.58	\$78,234.90
8	\$7,257.98	\$87,095.70
Each additional person	\$738.40	\$8,860.80

- ▶ For children age 1 to 19
- ▶ Limits as of 3/1/2015

# SDAC OUTREACH – How to do it?

- ▶ **Send information home. Put fliers in backpack mail.** Coordinate with free and reduced school lunch programs.
- ▶ **Send sick kids home with fliers.**
- ▶ **Include as many locations as possible in your area.** Think beyond just your school. Consider including preschools/daycare centers, vocational/trade schools and private schools, adult education classes (children can be eligible up to age 19).

# SDAC OUTREACH – How to do it?

- ▶ **Use every opportunity to reach out to parents.** School registration and orientation, back-to-school night, parent-teacher association/organization meetings and parent-teacher conferences. Prominently display posters.
- ▶ **Make this a school-wide effort.** Include teachers, school nurses, counselors, social workers, school lunch program staff, sports coaches, bandleaders, aides, allied staff, bus drivers, food service workers.

# SDAC OUTREACH – How to do it?

- ▶ **Determine if your school will add health insurance questions to mandatory health forms.** Follow up with families indicating that the child is uninsured or has no regular health care provider.
- ▶ **Post health care coverage information near children's artwork.** A child's artwork will capture parents' attention.
- ▶ **Publish an article or "ad" in the school newsletter.** Include a template article or print a flyer.

# SDAC OUTREACH – How to do it?

- ▶ **Present enrollment information to everyone.** Make sure school professionals know about the importance of health coverage, SC's program, and how families can enroll.
- ▶ **Be sure everyone knows there is an online application for Medicaid.**  
<https://apply.scdhhs.gov/CitizenPortal/application.do>

# DHHS Community Outreach Team

- ▶ SCDHHS has a community outreach team.
- ▶ They provide outreach and engagement services to:
  - ▶ Advocacy Groups
  - ▶ Enrollment Providers
  - ▶ School Districts
  - ▶ Other Community-Based Organizations
- ▶ The team is available to help you!

# DHHS Community Outreach Team

- ▶ Contact the Community Outreach Team for:
  - ▶ School Registration
  - ▶ Back-to-school Events
  - ▶ Parent-Teach Association Meetings
  - ▶ Parent-Teacher Conferences
  - ▶ Athletic Registrations
  - ▶ and much, much more...
- ▶ Email them at [outreach@scdhhs.gov](mailto:outreach@scdhhs.gov)

# Other Outreach

- ▶ The Benefit Bank of South Carolina  
(<https://www.scthrive.org/the-benefit-bank/>)
- ▶ Non-profit that offers onsite and online applications for SNAP (food stamps), TANF, FAFSA, Voter Registration, Low Income Subsidy (Rx Assistance), Federal taxes, and Medicaid.
- ▶ Call toll free at 1-800-726-8774.



# PART I

- ▶ THE SDAC COORDINATOR: Roles and Responsibilities

# SDAC Coordinator Roles and Responsibilities

- ▶ Outlined in your district's contract with SCDE

**ADMINISTRATIVE CLAIMING AGREEMENT FOR FY 2014 THROUGH FY 2016**  
**between the**  
**SOUTH CAROLINA DEPARTMENT OF EDUCATION**  
**and**  
**SCHOOL DISTRICT**  
**for services related to participation in the**  
**MEDICAID SCHOOL DISTRICT ADMINISTRATIVE CLAIMING PROGRAM**

THIS AGREEMENT is entered into as of the 1st day of July 2013 by and between the South Carolina Department of Education (hereinafter referred to as the SCDE) and School District (hereinafter referred to as District).

WHEREAS, authority and responsibility for the administration of the South Carolina State Medicaid program has been delegated to the South Carolina Department of Health and Human Services (DHHS) as the Single State Agency by the U.S. Department of Health and Human Services Centers for Medicare and Medicaid Services (CMS); and,

WHEREAS, DHHS has determined a need to facilitate Title XIX reimbursement to local education agencies [LEA(s)] for eligible Medicaid Title XIX outreach and administrative services; and,

WHEREAS, DHHS and the SCDE have separately contracted for the SCDE to provide to

# SDAC Coordinator Roles and Responsibilities

## A. TERM

The term of this agreement shall be for three state fiscal years (twelve consecutive quarters) beginning July 1, 2013, and ending June 30, 2016.

## B. The District agrees to the following:

1. Enter an agreement with **DHHS** and perform Medicaid Title XIX outreach and administrative services.
2. Follow the terms of the contract between **DHHS** and the **District**, including the South Carolina Administrative Claiming Guide.
3. Cooperate with the **SCDE** in its duties as subcontractor for **DHHS** in performance of quality assurance reviews, quality assurance activities, and training.
4. Have adequate and relevant staff complete the required training before participating in this program and attend ongoing training as required.
5. Participate in time studies using random moment sampling at prescribed time intervals and in accordance with the **DHHS** School District Administrative Claiming Guide and the CMS Medicaid School-Based Administrative Claiming Guide.
6. Prepare quarterly expenditure reports using templates provided by the **SCDE** and maintain its time accounting system in compliance with the requirements of 2 CFR, Part 225 and 45 CFR Part 74.
7. Have the appropriate business official for the **District** review the expenditure reports, review any questions or comments from the **SCDE**, and provide prompt responses to questions that must be answered before the SDAC claim may be filed with **DHHS**.
8. Provide timely quarterly employee roster reports and updates using WebDAC or templates provided by the **SCDE**.
9. At least once during the contract period, research which **District** personnel are performing billable SDAC activities and revise the employee roster reports to reflect the results of that research.
10. Provide calendar information to permit random moment sampling.
11. Where applicable, distribute, collect, review, and forward random moment sampling data sheets in a timely manner as prescribed by the **SCDE**.
12. Maintain adequate audit files in accordance with Medicaid federal and state regulations, policies, and guidelines and give the **SCDE** access to those files for assistance with quality assurance and training.

# SDAC Coordinator Roles and Responsibilities

13. Designate the person listed in Appendix A as the Administrative Claiming Coordinator for the district who will be the liaison with the **SCDE** and **DHHS** for the program; handle the random moment sampling and verification; train other staff as needed; and perform other tasks as needed. (The **District** may revise the coordinator designation upon giving written/e-mail notice to the **SCDE**.)
14. Provide staff who, after appropriate training by the **SCDE**, will conduct training of other District staff as needed.
15. Pay the **SCDE** an annual fee as provided in Section E and Appendix A for providing the services provided by the **SCDE** under this agreement, and authorizes the **SCDE** to offset against either SDAC reimbursements or other funds due the **District** from the **SCDE**. If during the term of this agreement, the state exercises its right under current or future budget provisos to retain any SDAC claimed by the **District**, the **District** authorizes the **SCDE** to seek the fee described in this agreement from the state.
16. Supply accurate and complete data solely within Medicaid regulations, policies, and guidelines, understanding that the District's data is compiled with other participating districts and that errors can result in invalidation and assessment by CMS and Medicaid against all participants.
17. Provide the **SCDE** with an original financial officer certification on each invoice for SDAC reimbursement, or if the original is maintained in the District's files for audit purposes, transmit a facsimile copy of the signed certification of match/invoice to the **SCDE**.
18. To the extent appropriate, agree and comply with the terms of Appendix B and with the confidentiality requirements of Family Educational Rights and Privacy Act (FERPA).
19. Agree that during the term of this agreement, no other entity is or will be pursuing an administrative claiming and training initiative on behalf of the **District**.
20. Accept responsibility for any recoupment of funds due to an audit exception, deferral, or denial deemed appropriate by CMS or **DHHS** associated with payment to the **District**, even after withdrawal from the program.
21. Use SCDE's administrative claiming Web-based program known as WebDAC to participate in random moment sampling.
22. Ensure that district staff participating in the SDAC program will establish ed.sc.gov accounts with user log-on IDs and passwords, secure and maintain valid e-mail addresses, and request access to the ed.sc.gov special online application, WebDAC, for school district administrative claiming and to perform other program or database tasks or updates as required by the **SCDE**.

# SDAC Coordinator Roles and Responsibilities

## Medicaid Administrative Claiming Agreement

### APPENDIX A

	Per FY SDAC Fee Estimate
DISTRICT TOTAL STUDENTS	Total Students
NUMBER MEDICAID STUDENTS	Medicaid Students #
DISTRICT MEDICAID PERCENTAGE	Medicaid Percentage
TOTAL SCDE PARTICIPATION DISTRICTS	Total Participates
DISTRICT PERCENTAGE OF TOTAL SDAC MEDICAID POPULATION	District Percentage
ANNUAL DISTRICT FEE TO SCDE	District Fee
ADMINISTRATIVE CLAIMING COORDINATOR (ACC):	Coordinator
ACC TELEPHONE:	Tele
ACC FAX:	Fax
ACC E-MAIL:	Email
ACC MAILING ADDRESS:	ADDRESS

# SDAC Coordinators Duties

- ▶ Compile and update the personnel roster via SDAC web application.
- ▶ Refine the personnel roster through research or survey (utilize the survey sample questionnaire).
- ▶ Conduct SDAC training for personnel on roster (utilized monthly or quarterly staff meetings).

# SDAC Coordinators Duties

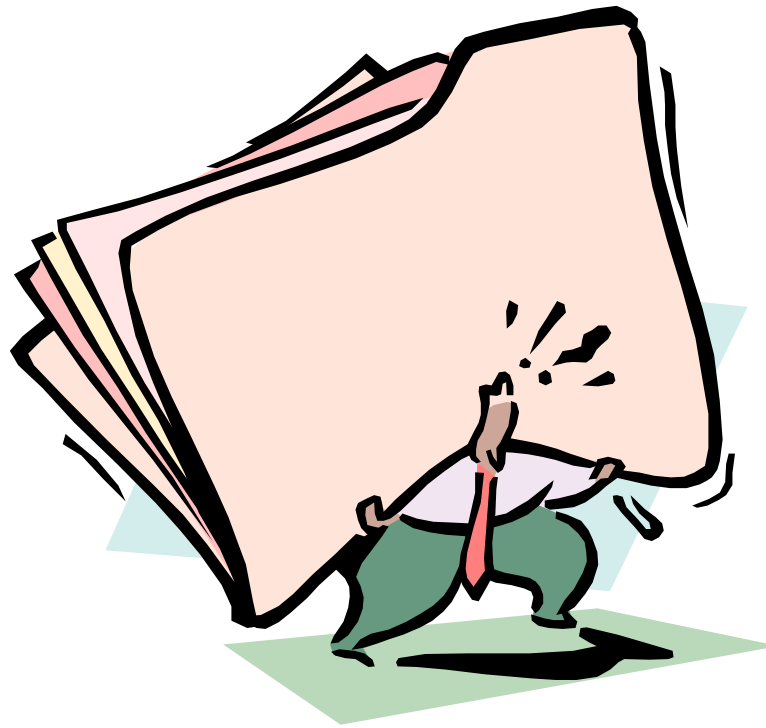
- ▶ Coordinate and communicate with finance and personnel concerning the cost rosters and participants who are eligible for Random Moment Surveys (RMS).
- ▶ Conduct quality assurance.
- ▶ Monitor training needs.

# PART I

- ▶ SDAC Quality Assurance



# Your SDAC Audit Files



# School District Administrative Claiming Quarterly File Documents

- ▶ The intent of the SDAC program is to reimburse school districts for Medicaid administrative functions.
- ▶ The file must contain the following:
  1. Copy of the DHHS/LEA Contract.
  2. Copy of the SCDE/LEA Contract.
  3. Copy of the Personnel Roster.
  4. SDAC web application report listing all random moment sampling (RMS) observations for the quarter (you must print this from the SDAC Application).

# School District Administrative Claiming Quarterly File Documents

5. A detailed listing of revenues offset from the claim by source and supporting documentation on how figures were calculated in the federal offset column (Finance Officer can print from SDAC Application).
6. Computations or allocations used in the reimbursement calculation (this is on the invoice).
7. Personnel cost page.
8. Copies of all staff training materials (dates, times and attendees list).

# School District Administrative Claiming Quarterly File Documents

9. A signed Quarterly Invoice.
10. Copies of Validation Exception Reports (this can be printed from the SDAC Application).

# What Happens If a File Is Out of Compliance

- ▶ **DHHS Recoupment** of Medicaid funds
- ▶ **Corrective Action Plan**

# Findings from Previous Quality Assurance (QA) Reviews

- ▶ 2012–2013 Statewide QA Reviews:
- ▶ No serious SDAC discrepancies requiring Corrective Action Plans (CAPS)
- ▶ 7 other discrepancies:
- ▶ 2 district did not have their SDAC contract on file
- ▶ 5 districts had surveys that were not completed or were discarded

## PART II

- ▶ Survey Completion Rates / Activity Code Definitions

# School Districts Survey Completion Rate

- ▶ School districts completed 84.04% of surveys for SY 11–12.
- ▶ School districts completed 86.87% of surveys for SY 12–13.
- ▶ School districts completed 82.90% of surveys for SY 13–14.



# Failure to Complete Surveys and/or Comply with Contract with SCDE

- ▶ SCDE reserves the right to terminate contract with LEA.
- ▶ LEA will not receive Medicaid reimbursement for SDAC.

## G. TERMINATION OF THIS AGREEMENT

1. Either party may terminate this agreement by providing written notice thereof at least ninety (90) days in advance of the effective date of the termination provided, however, if the **District** terminates this agreement, the **SCDE's** fees are fully assessed on the first day of the contract year and are not refundable. If the **SCDE** terminates the agreement, the fee will be recalculated on a prorated basis.
2. The **SCDE** reserves the right to terminate the agreement, without ninety (90) days' notice, if the **District** has not submitted accurate, complete, and valid quarterly claims as required by this contract within a reasonable period after the end of each quarter. The **SCDE** will give notice of this noncompliance to the **District** after which they will have 10 days to come into compliance. If it does not, the **District** forfeits its right to any money from SDAC claims for the contract term, and the **SCDE's** fees are fully assessed on the first day of the contract year and are not refundable.
3. The **SCDE** reserves the right to terminate the agreement, without ninety (90) days' notice, if the **SCDE** finds substantial reason to believe that a **District** has jeopardized the validity of the SDAC claim for all districts participating in its random moment sampling pool. If this occurs, the **District** forfeits the right to any money from the SDAC claims for the contract term, and the **SCDE's** fees are fully assessed on the first day of the contract year and are not refundable.
4. The **SCDE** reserves the right to terminate this agreement, upon reasonable notice, should federal guidance, rules, or regulations eliminate funding for this program.

## H. AMENDMENT

The parties agree that any amendments to this agreement shall be by mutual agreement and shall be in writing.

IN WITNESS WHEREOF, the parties hereto affix their signatures to this agreement.

\_\_\_\_\_  
Superintendent Name  
Superintendent  
School District

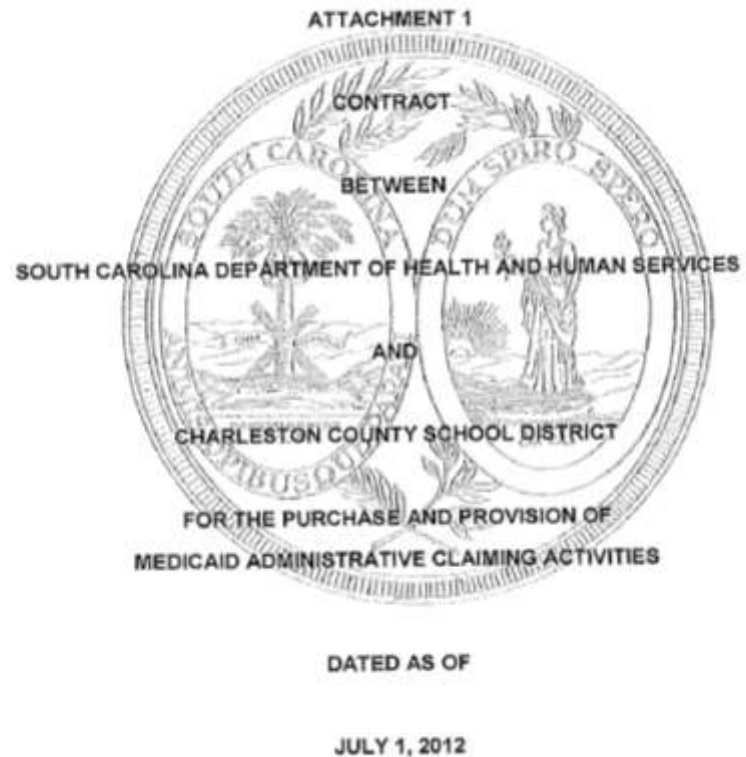
\_\_\_\_\_  
Mick Zais, PhD  
State Superintendent of Education

## PART II

- ▶ SDE SDAC Activity Codes: Definitions and Examples

# SDAC Definitions

- ▶ Found in your district's SDAC contract with DHHS.



# The Coding System: How Medicaid Views Your Daily Work

A	Medical Treatments	G	Coordinate Monitor Medicaid	L	Other Training
B	Education	GR	Refer to a Medicaid Provider	M	Planning, Policies, Collaboration
C	Medicaid Outreach	H	Refer Coordinate Monitor Other	N	Other PPC
D	Other Outreach	I	Assist Access	O	General Administration
E	Medicaid Applications	J	Other Access Help	P	Unpaid not Scheduled to Work (temp/contract)
F	Other Applications	K	Medical Training		

# What Are SDAC Billable Activities?

- ▶ The documentation for administrative activities must clearly demonstrate that the activities/services directly support the administration of the Medicaid program.

# What Are SDAC Billable Activities?

- ▶ **G–GRO K MICE**
- ▶ G: Monitor Coordinate
- ▶ GR: Referral
- ▶ O: Reallocated
- ▶ K: Training
- ▶ M: Program Plans Policy
- ▶ I: Assist Access
- ▶ C: Outreach
- ▶ E: Eligibility

# Activity Code A: Direct Medical Services

- ▶ Providing care, treatment, or counseling services to an individual.
- ▶ Includes the related administrative activities that are integral to the service (patient follow up, assessment, counseling, education, billing).
- ▶ Includes related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code B: School Related and Educational Activities

- ▶ School–Related Activities including social services, educational services, teaching services, employment and job training, that are not Medicaid related. Includes development, coordination, and monitoring of the *educational* aspects of an IEP.
- Medicaid does not pay for the IEP team meetings or for costs related to attendance at those meetings by medical professionals.
- Includes related paperwork, clerical activities, or staff travel required to perform these activities.



# Activity Code C: Medicaid Outreach

- ▶ Informing eligible or potentially eligible individuals served by the school district (students and parents/guardians) about Medicaid and how to access the program, describing the range of Medicaid covered services and how to obtain Medicaid preventive services. Activity C includes bringing these people into the Medicaid system's eligibility process.
- ▶ Both written and oral methods of Medicaid Outreach may be used.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code D: Non-Medicaid Outreach

- ▶ Informing families/students about colleges, basketball camps, summer programs, after-school social activities and any other social program.

# Activity Code E: Facilitating Medicaid Eligibility Determination

- ▶ Staff members are facilitating the eligibility determination for Medicaid when assisting children and families in the Medicaid eligibility process. This activity does not include the actual determination of Medicaid eligibility.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code F: Facilitating Application for Non-Medicaid Programs

- ▶ Informing children or families about Non-Medicaid programs such as Temporary Assistance for Needy Families (TANF), Food Stamps, WIC, day care, legal aid, and other social and educational programs, and referring them to the appropriate agency to make application.
- ▶ Includes related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code G: Coordination and Monitoring of Medicaid Services

- ▶ Coordinating or monitoring the delivery of Medicaid-covered medical services. This includes coordination and monitoring health activities related to services in an IEP. **(one child)**
- ▶ Includes related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code GR: Referral for Medicaid Services

- ▶ Referring students for Medicaid covered services to **providers participating in the Medicaid program.**
- ▶ To access a list of providers enrolled in the SC Medicaid program, go to the SC Medicaid website at:  
<http://www1.scdhhs.gov/search4provider/Default.aspx> and search for a provider by county and provider type.

# Who performs the most (GR: Referral for Medicaid Services)?

- ▶ Nurses
- ▶ Counselors
- ▶ Social Workers
- ▶ Audiologist
- ▶ Speech Therapist
- ▶ OT & PT

# Activity Code H: Referral, Coordination, and Monitoring of Non-Medicaid Services

- ▶ Referrals for, coordinating, or monitoring delivery of non-medical services such as educational services.
- ▶ Includes related paperwork, clerical activities, or staff travel required to perform these activities.



# Activity Code I: Arranging Transportation in Support of Medicaid Covered Services

- ▶ Assist an individual in obtaining transportation to services covered by Medicaid.
- ▶ This activity does not include: (a) the actual transportation service; or (b) the direct cost of the transportation.
- ▶ The activity does include the administrative services involved in providing transportation.

# Activity Code I: Arranging Transportation in Support of Medicaid Covered Services

- ▶ Costs related to special needs transportation buses are included in the Medicaid per diem rate and indirect cost categories, and should not be included in this category.
- ▶ Includes related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code I: Translation related to Medicaid Services

- ▶ Translation is billable as an SDAC activity if it isn't included and paid for as part of a direct medical service; however, (1) translation must be provided by a separate unit or separate employees performing solely translation functions for the district; and (2) the translation must facilitate access to Medicaid covered services.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

# Who performs the most (I: Transportation and Translation)?

- ▶ Nurses
- ▶ Coaches
- ▶ Administrative personnel
- ▶ Outreach coordinators
- ▶ Speech Therapist
- ▶ OT & PT

# Activity Code J: Non-Medicaid Translation

- ▶ Providing translation services for non-Medicaid activities, e.g., translation for access to educational services such as after-care programs.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code J: Arranging Transportation for Non-Medicaid Services

- ▶ Assisting an individual to obtain transportation to services not covered by Medicaid or accompanying the student, e.g., scheduling or arranging transportation to social programs and activities.
- ▶ Includes related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code K: EPSDT/Medicaid Related Training

- ▶ Coordinating, conducting, or participating in training events and seminars for outreach staff on the benefits of medical/Medicaid related services, how to assist families to access those services, and how to more effectively refer students for services.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

# Who performs the most (K: EPSDT/Medicaid Related Training)?

- ▶ Nurses
- ▶ Psychologist
- ▶ Physical Therapist
- ▶ Occupational Therapist
- ▶ Speech Therapist
- ▶ Counselors
- ▶ Audiologist



# Activity Code L: Non-Medical/Non-Medicaid Related Training

- ▶ Coordinating, conducting, or participating in training for benefit programs other than Medicaid, e.g., training to assist families to access education programs.
- ▶ Participating in training that enhances IDEA Child Find programs.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code M: Medical Service Program Planning, Policy Development, and Interagency Coordination

- ▶ Performing activities to develop strategies to improve the coordination and delivery of medical, dental, or mental health services to school age children, and performing collaborative activities with other agencies or health care providers.
- ▶ The activities include planning and developing procedures to track requests for services and the effectiveness of these services and programs.  
**(group of children)**
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

# Who performs the most (M: Medical Service Program Planning, Policy Development, and Interagency Coordination)?

- ▶ Nurses
- ▶ Social Workers
- ▶ Outreach Coordinators
- ▶ Administrative Personnel– principals
- ▶ Speech Therapist
- ▶ OT & PT
- ▶ Audiologist

# Activity Code N: Non-Medical Service Program Planning, Policy Development, and Interagency Coordination

- ▶ Performing activities to develop strategies to improve coordination and delivery of non-medical services.
- ▶ This includes social services, education services, vocational services, and state mandated health services.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.

# Activity Code O: General Administration

- ▶ This code should be used by time study participants when performing activities that are not directly assignable to program activities.
- ▶ Included are related paperwork, clerical activities, or staff travel required to perform these activities.
- ▶ This code should also be used for snow days and other unexpected absences.
- ▶ Includes other similar general administration that cannot be specifically identified under other activity codes.

# Activity Code P: Part-Time Employee Not Scheduled to Work

- ▶ Your RMS time is when you are not scheduled to work and are not receiving paid time off
- ***Part-time employee*** not scheduled to work at sampling time
- An unpaid snow day (All Employees)
- Furlough Days (All Employees)

NOTE: Use Activity O (General Admin) if it is a legal holiday or you are taking a scheduled sick, annual, or compensatory time off. ***Most permanent employees should never use Activity Code P!***

# PART III

- ▶ Navigating the SDAC Web Application

# SDAC Web App Requirements

- ▶ Establish SDE Log-on Account.
- ▶ Ensure that a valid district e-mail address exists.
- ▶ Receive adequate training.



# PART III

- ▶ SDAC Web App Logon Process

# SDAC Coordinator Login

- ▶ Log in to [www.ed.sc.gov](http://www.ed.sc.gov)
- ▶ Click Login Link



# SDAC Coordinator Login

- ▶ Enter User ID in User ID/Email field.
- ▶ Enter password in password field.

The screenshot shows the login interface for the SCDE Web Site Member Center. At the top left is the South Carolina State Department of Education logo. The main heading is "Login to the SCDE Web Site Member Center". Below this, it says "Log on using E-Mail Address". There are two input fields: "User Id / E-mail:" and "Password:". To the right of the "User Id / E-mail:" field is a "Log On" button. Below the input fields, there is a link for "Teachers" and a link to "Click here to view Certification Status". At the bottom, there are three buttons: "Create Account", "Reset Password", and "Request Tech Support". A message at the bottom states: "You are accessing this site from a device running Windows Server 2008 R2. This site is intended for authorized users only." The footer contains the copyright notice: "© 2012 South Carolina Department of Education. All rights reserved. Privacy & Legal Information."

**SOUTH CAROLINA  
STATE DEPARTMENT  
OF EDUCATION**

## Login to the SCDE Web Site Member Center

Log on using E-Mail Address

User Id / E-mail:

Password:

**Teachers**

[Click here to view Certification Status](#)

If you are experiencing issues with 'Authorization' of your log in, please use the 'Reset Password' option below.

You are accessing this site from a device running Windows Server 2008 R2.

This site is intended for authorized users only.

© 2012 South Carolina Department of Education. All rights reserved. [Privacy & Legal Information](#).

# SDAC Coordinator Login

- ▶ Select SDAC under Web Applications.
- ▶ The SDAC application functions best with Google Chrome or Mozilla Firefox.

**SOUTH CAROLINA  
STATE DEPARTMENT  
OF EDUCATION**

Logout

**Member Center**

Name: Quinton Harris | E-mail: QHarris@ed.sc.gov | Username: qharris

**User Tools**

- [Change your security question answers](#)

**Agency Employee Resources**

- [Mick Zais - Transforming Our Schools Presentation](#)
- [MySCEmployee](#)
- [SCDE IT Project FAQ](#)
- [SCEIS - Citrix](#)
- [SCEIS - Supplier-Relationship Mgmt \(SRM\)](#)
- [Webmail](#)

**Agency Applications**

- [Agency Editor](#)
- [Agency Routing System](#)
- [eServices Request](#)

**Web Applications**

- [Clemson Combo](#)
- [SDAC](#)
- [School Nursing Surveys](#)
- [Special Needs Transportation SNT Database](#)
- [WebDAC](#)

**Web Training Applications**

\* Applications below are for training purposes only.

- [SDAC - TRAINING](#)

# Coordinators: Forgot Your Password?

- ▶ If you forget your password, you may obtain it by using the following procedure:
- ▶ Go to the SCDE Web Site [www.ed.sc.gov](http://www.ed.sc.gov) and click the [Login](#) button at the top, right corner of the page (see Slide 74).

# Coordinators: Forgot Your Password?

- ▶ Select Reset Password

**SOUTH CAROLINA  
STATE DEPARTMENT  
OF EDUCATION**

**Login to the SCDE Web Site Member Center**

Log on using E-Mail Address

User Id / E-mail:

Password:

**Teachers**  
[Click here to view Certification Status](#)

If you are experiencing issues with 'Authorization' of your log in, please use the 'Reset Password' option below.


You are accessing this site from a device running Windows Server 2008 R2.

This site is intended for authorized users only.

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# Coordinators: Forgot Your Password?

- ▶ Enter your email address in the space provided and press the submit button. This will request an email to be sent to the email address provided with a temporary password.



Log in to the ed.sc.gov member center

To begin the password reset process please re-enter your e-mail address:

E-Mail Address:

Submit

**Enter email  
address**



# Coordinators: Forgot Your Password?

- ▶ Return to the login page.
- ▶ Enter your email address.
- ▶ Enter the temporary password by keying in the temporary password as given.
- ▶ If you 'cut and paste' be sure you do not get any white space before or after the password.

----- Forwarded message -----

From: <[webmaster-noreply@ed.sc.gov](mailto:webmaster-noreply@ed.sc.gov)>

Date: Fri, Jul 25, 2008 at 10:39 AM

Subject: South Carolina Department of Education - Temporary Website Password

To: [webdacuser@gmail.com](mailto:webdacuser@gmail.com)

Your temporary password is: 02%(l0dVR

[Click here](#) to login to the South Carolina Department of Education website.

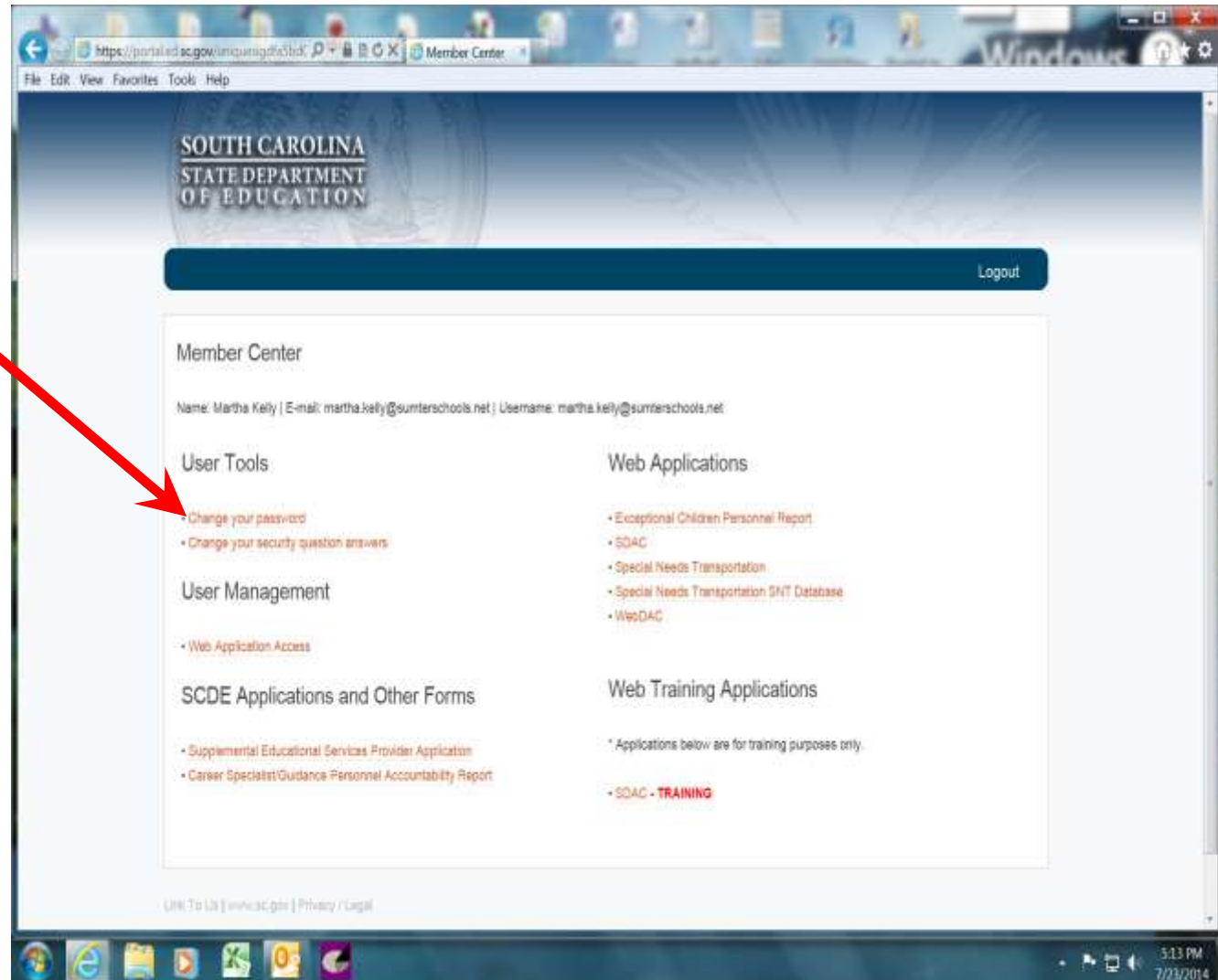
If you cannot click the link above please copy and paste the address below into your browser:

<http://ed.sc.gov/tools/login/>



# Coordinators: Forgot Your Password?

- ▶ You are now logged into the member center.
- ▶ Please create a permanent password by selecting “Change Your Password” under User Tools.



# Coordinators: Forgot Your Password?

- ▶ Your new password must contain at least 8 characters. Avoid using special symbols such as *\$%&\**.
- ▶ Once the new password is accepted, login with the new password.

# SDAC Coordinator Login

- ▶ After a successful login, this is your landing page.
- ▶ Participants Section: Add, Delete, Edit participant information.
- ▶ Quarterly Schedule: Displays current quarter samples.

Current User: Sharon User | School Year: 2015 | Current Gr: 1- J&E | Role: Coordinator | District: Abbeville 60

## Welcome, Sharon User

This is the home page for the District Coordinator/Financial Administrator section of the SDAC - Random Sampling application. In this section of the application the coordinator and/or financial administrator will have the following features available for use:

- **NEW** [Copy Costs to Current Quarter](#) : This new feature enables the SDAC Coordinator/Financial admin to copy cost/funding entries from the previous financial quarter to the current financial quarter. This feature is only available for quarters (OND, JFM, and AMJ).
- **NEW** [Close Financial Quarter](#) : Starting this school year (2015), the SDAC Coordinator/Financial admin will need to sign-off on each cost/funding section when they have been completed for a given financial quarter. Once all of the cost/funding sections have been closed by all participating districts, the SDAC Administrator will generate the quarterly district invoices.
- **NEW** [View/Sign Quarterly Invoice](#) : Starting this school year (2015), the SDAC Coordinators will be able to view and print their district's quarterly invoice. It will be available in PDF format. In addition to viewing the quarterly invoice, each district coordinator will be required to sign-off on their district invoice electronically. This will replace the old method of notifying the SDAC administrator via email that they approve the invoice totals for their district.
- **NEW** [Quarterly Costs/Funding reports](#): As an SDAC Coordinator, the option of printing Per Cost, and Sections I, II, and III reports is now available once the financial quarter has been closed.

[Show less features...](#)

- [Participants section](#): In this section, you will be able to add, edit, or delete participants from a selected sample quarter. You can set the participant's overall active status, and enter a participant's funding information.
- [Quarterly Sample section](#): This section will be used to monitor the current quarter sample's participants, enabling the coordinator to track which participants have completed their assigned sampling and those that failed to complete the sample on the date assigned to the participant.
- [Section I: Purchased Services and Supplies](#) section: In this section the coordinator and/or financial administrator can enter any Purchased Service and Supplies costs for their district. Entries need to be entered for each quarter of the current school year.
- [Section II: Support, Supervisory, and Administrative Personnel Costs](#) section: In this section the coordinator and/or financial administrator can enter the funding information for their district support, supervisors, or administrative personnel. Entries need to be entered for each quarter of the current school year.
- [Section III: District-wide Non-Federal Salaries/Fringe Benefits](#) section: In this section the coordinator and/or financial administrator can enter any district-wide Non-Federal Salary and/or Fringe benefit information for their district. Entries need to be entered for each quarter of the current school year.

Use the menu at the top of the page to navigate to the area of the application that you would like to go.

Please make sure your district participant's email address is up to date. If their email is not accurate, they will not receive the reminder emails if one of their sample entries is past due, their quarterly sample schedule, or the email that will be sent out if you return one or more of their sample entries for correction.

# Participant Section

- ▶ Displays a listing of participants.
- ▶ Search participants by last name, school, email, etc.
- ▶ Create new record for new participants.

Current User: Sharon User | School Year: 2015 | Current Qtr: 1- JAS | Role: Coordinator | District: Abbeville 60

## Available participants for Abbeville 60 : (50)

Below is a list of participants that are assigned to your district. From this section you have the option of editing a participant's information, as well as, viewing or editing the participant's funding information. You can also create a new participant entry for your district by clicking the **Create New** button and completing the participant information page.

You can search for a particular participant by using the **Search by Last Name** button. When the page is loaded, the default sort for the grid below is by the participant's last name. You can sort on any column displayed in the grid. To reset the grid back to it's default, simply click the **Full Listing** button.

Search by Last Name

Create New

Copy Funding to Current Quarter

Name	School	Email	Trained	Active Status		
Alexis, Robbie	Administration	ralewine@acsdsc.org	07/14/2014	Active	Edit	Funding
Bannister, Cheryl	Abbeville High	cheryl.bannister@acsdsc.org		Active	Edit	Funding
Bourgeois, Blaise	Diamond Hill Elem	bbourgeois@acsdsc.org		Active	Edit	Funding
Brown, Donna	Long Cane Primary	donna.brown@acsdsc.org		Active	Edit	Funding
Brown, Patricia D.	Diamond Hill Elem	pbrown@acsdsc.org		Active	Edit	Funding
Brown, Robin	Dixie High	rbrown@acsdsc.org		Active	Edit	Funding
Cade, Alvon Tillman	John C Calhoun Elem	alvon.cade@acsdsc.org		Active	Edit	Funding
Campbell, Patti	Westwood Elem	patti.campbell@acsdsc.org		Active	Edit	Funding

# Create New Record

- ▶ Add Personal Information.
- ▶ Add Work Information.
- ▶ Add Trained Date (very important).
- ▶ Save Changes after adding all information.

Current User: Sharon User | School Year: 2015 | Current Qtr: 1-JAS | Role: Coordinator | District: Abbeville 60

## Create new participant

To create a new SDAC Random Sampling participant simply fill in the fields below and click the **Save Changes** button to create the new participant. The **Trained date** and **Active** fields are required and must be completed when creating a new participant.

By default, when a new participant is created, the system automatically sets all of the **Availability** quarters to *Available to Use* so you do have to enter those fields when creating a new participant.

**\*\* Make sure the participant's username matches their current email address. This will help insure that the participant is able to view their quarterly sample schedule when assigned sample entries for a given quarter.**

### Personal Information

Last Name	First Name	Middle Name	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Work Information

School Year	School Name	SDAC Job Code	PCS Job Code	Trained	Active *
2015	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**\*\* User Name for Login**

webdacuser3@gmail.com

### Availability

Use 1st Qtr (JAS)	Use 2nd Qtr (OND)	Use 3rd Qtr (JFM)	Use 4th Qtr (AMJ)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Changes

Back to Participant List

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# Create New Record

- ▶ It is very important that the Email Address and User Name for Login match. Otherwise, the participant will not be able to see their survey(s) when they login.

Current User: Sharon User | School Year: 2015 | Current Qtr: 1-JAS | Role: Coordinator | District: Abbeville 60

## Create new participant

To create a new SDAC Random Sampling participant simply fill in the fields below and click the **Save Changes** button to create the new participant. The **Trained date** and **Active** fields are required and must be completed when creating a new participant.

By default, when a new participant is created, the system automatically sets all of the **Availability** quarters to *Available to Use* so you do have to enter those fields when creating a new participant.

**\*\* Make sure the participant's username matches their current email address. This will help insure that the participant is able to view their quarterly sample schedule when assigned sample entries for a given quarter.**

### Personal Information

Last Name First Name Middle Name Email Address

### Work Information

School Year School Name  
2015  
SDAC Job Code PCS Job Code Trained Active \*  
webdacuser3@gmail.com

### Availability

Use 1st Qtr (JAS) Use 2nd Qtr (OND) Use 3rd Qtr (JFM) Use 4th Qtr (AMJ)

Save Changes Back to Participant List

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# Create New Record

- ▶ When creating a new participant, be sure they have a login for the South Carolina Department of Education website (ed.sc.gov).
- ▶ If you are unsure if they have one, check with Matthew Melton.
- ▶ Be sure the 'Trained Date' is entered for *all* participants.
- ▶ Participants must be trained before they can be selected to complete a Random Moment Survey (RMS).

# Edit Current Participant

- ▶ Find name of participant to edit.
- ▶ Click Edit button.

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Available Participants | Member Center | Help | Logout

Home Quarterly Sample Reports Contact

Available participants for Abbeville 60 : (44)

Search by Last Name

Name	School	Email	Trained	Active Status	Edit	Funding
Bannister, Cheryl	Westwood Elem	cheryl.bannister@acsd.k12.sc.us		Active	Edit	Funding
Bourgeois, Blaise	Diamond Hill Elem	bbourgeois@acsd.k12.sc.us		Active	Edit	Funding
Brown, Donna	Long Cane Primary	donna.brown@acsd.k12.sc.us		Active	Edit	Funding
Brown, Robin	Dixie High	rbrown@acsd.k12.sc.us		Active	Edit	Funding
Cade, Alvon Tillman	John C Calhoun Elem	alvon.cade@acsd.k12.sc.us		Active	Edit	Funding
Campbell, Patti	Westwood Elem	patti.campbell@acsd.k12.sc.us		Active	Edit	Funding
Carter, Shannon	Cherokee Trail Elem	shannon.carter@acsd.k12.sc.us		Active	Edit	Funding
Clamp, Betty	Administration	bclamp@acsd.k12.sc.us		Active	Edit	Funding
Cooper, Mike R	Diamond Hill Elem	mrcooper@ed.sc.gov	06/20/2013	Active	Edit	Funding
Costner, Susan	Abbeville High	scostner@acsd.k12.sc.us		Active	Edit	Funding



# Edit Current Participant

Current User: Sharon User | School Year: 2015 | Current Qtr: 1- JAS | Role: Coordinator | District: Abbeville 60

## Editing the selected participant

To edit the selected participant, enter values in the fields below and click the **Save Changes** button at the bottom of the page. To enter funding information, click the **Funding** button.

All participants with a current status of **Active** must have the required Trained date entered and saved to their record.

\* If this participant should **not** be used in any of the current school year random sampling entries, set the participant's **Active** to **Inactive**. If the participant needs to be excluded from a particular quarter sampling, go to the appropriate quarter dropdown in the Availability section and select the **No Use** reason that best describes why this participant cannot be used in the selected quarter's sampling.

\*\* Make sure the participant's username matches their current email address. This will help insure that the participant is able to view their quarterly sample schedule when assigned sample entries for a given quarter.

## Personal Information

Last Name	First Name	Middle Name	Email Address
<input type="text" value="Alewine"/>	<input type="text" value="Robbie"/>	<input type="text"/>	<input type="text" value="ralewine@acsdsc.org"/>

## Work Information

School Year	School Name	<b>** User Name for Login</b>	
2015	<input type="text" value="Administration"/>	<input type="text" value="ralewine@acsdsc.org"/>	
SDAC Job Code	PCS Job Code	Trained	Active *
<input type="text" value="Counselor"/>	<input type="text"/>	<input type="text" value="07-14-2014"/>	<input type="text" value="Active"/>

## Availability

Use 1st Qtr (JAS)	Use 2nd Qtr (OND)	Use 3rd Qtr (JFM)	Use 4th Qtr (AMJ)
<input type="text" value="Available to use"/>	<input type="text" value="Available to use"/>	<input type="text" value="Available to use"/>	<input type="text" value="Available to use"/>

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- ▶ Make necessary changes.
- ▶ If participant is not with district, change status from Active to Inactive.

# Edit Current Participant

Current User: Sharon User | School Year: 2015 | Current Qtr: 1- JAS | Role: Coordinator | District: Abbeville 60

## Editing the selected participant

To edit the selected participant, enter values in the fields below and click the **Save Changes** button at the bottom of the page. To enter funding information, click the **Funding** button.

All participants with a current status of **Active** must have the required Trained date entered and saved to their record.

\* If this participant should **not** be used in any of the current school year random sampling entries, set the participant's **Active** to **Inactive**. If the participant needs to be excluded from a particular quarter sampling, go to the appropriate quarter dropdown in the Availability section and select the **No Use** reason that best describes why this participant cannot be used in the selected quarter's sampling.

\*\* Make sure the participant's username matches their current email address. This will help insure that the participant is able to view their quarterly sample schedule when assigned sample entries for a given quarter.

### Personal Information

Last Name	First Name	Middle Name	Email Address
<input type="text" value="Alewine"/>	<input type="text" value="Robbie"/>	<input type="text"/>	<input type="text" value="ralewine@acsdsc.org"/>

### Work Information

School Year	School Name	<b>** User Name for Login</b>	
<input type="text" value="2015"/>	<input type="text" value="Administration"/>	<input type="text" value="ralewine@acsdsc.org"/>	
SDAC Job Code	PCS Job Code	Trained	Active *
<input type="text" value="Counselor"/>	<input type="text"/>	<input type="text" value="07-14-2014"/>	<input type="text" value="Active"/>

### Availability

Use 1st Qtr (JAS)	Use 2nd Qtr (OND)	Use 3rd Qtr (JFM)	Use 4th Qtr (AMJ)
<input type="text" value="Available to use"/>	<input type="text" value="Available to use"/>	<input type="text" value="Available to use"/>	<input type="text" value="Available to use"/>

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- ▶ If participant is not eligible for sampling during a particular quarter, change the availability from available to use to the reason not to use for that quarter i.e. extended medical leave.
- ▶ Save changes after editing information.

# Edit Current Participant

- ▶ If an email address for a participant changes (marriage, global district change, etc.), change it in the Participant Section and then notify Matthew Melton so that it can be changed in WAA.
- ▶ Check the Participant List for duplicates and make sure one is listed as 'Inactive'.

# Participant Funding

- ▶ Click Funding in participants record to input Fund and Function code.
- ▶ This may be done by the Finance contact in your district.

Available Participants | Member Center | Help | Logout

SOUTH CAROLINA  
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Home Quarterly Sample Reports Contact

Available participants for Abbeville 60 : (44)

Search by Last Name

Name	School	Email	Trained	Active	Actions
Bannister, Cheryl	Westwood Elem	cheryl.bannister@acsd.k12.sc.us		Active	<a href="#">Edit</a> <a href="#">Funding</a>
Bourgeois, Blaise	Diamond Hill Elem	bbourgeois@acsd.k12.sc.us		Active	<a href="#">Edit</a> <a href="#">Funding</a>
Brown, Donna	Long Cane Primary	donna.brown@acsd.k12.sc.us		Active	<a href="#">Edit</a> <a href="#">Funding</a>
Brown, Robin	Dixie High	rbrown@acsd.k12.sc.us		Active	<a href="#">Edit</a> <a href="#">Funding</a>
Cade, Alvon Tillman	John C Calhoun Elem	alvon.cade@acsd.k12.sc.us		Active	<a href="#">Edit</a> <a href="#">Funding</a>
Campbell, Patti	Westwood Elem	patti.campbell@acsd.k12.sc.us		Active	<a href="#">Edit</a> <a href="#">Funding</a>
Carter, Shannon	Cherokee Trail Elem	shannon.carter@acsd.k12.sc.us		Active	<a href="#">Edit</a> <a href="#">Funding</a>
Clamp, Betty	Administration	bclamp@acsd.k12.sc.us		Active	<a href="#">Edit</a> <a href="#">Funding</a>
Cooper, Mike R	Diamond Hill Elem	mrcoper@ed.sc.gov	06/20/2013	Active	<a href="#">Edit</a> <a href="#">Funding</a>
Costner, Susan	Abbeville High	scostner@acsd.k12.sc.us		Active	<a href="#">Edit</a> <a href="#">Funding</a>

[Full Listing](#) [Create New](#)

[First](#) [Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#) [Last](#)

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# Participant Funding

Current User: Sharon User | School Year: 2015 | Current Qtr: 1- JAS | Role: Coordinator | District: Abbeville 60

## Participant Funding Information

Name: **Elaine Rosenbaum**

In the grid below are funding entries entered for the current school year for the selected participant. If the grid is empty then no entries have been added for the selected participant for the current school year.

To enter a new funding entry for the selected participant, click the **Create New** button. To edit an existing funding entry for the selected participant, click the **Edit** button next to the entry you wish to change.

Please enter only quarterly information in this section.

Quarter

Quarter	Fund	Function	Amount	Fringe	Source		
1 - JAS	207	212	\$5,880.83	\$1,865.06	Federal	<a href="#">Edit</a>	<a href="#">Active</a>
1 - JAS	338	212	\$690.25	\$218.43	State/Local	<a href="#">Edit</a>	<a href="#">Active</a>
1 - JAS	392	115	\$2,401.85	\$756.04	State/Local	<a href="#">Edit</a>	<a href="#">Active</a>
1 - JAS	928	212	\$2,070.68	\$655.28	State/Local	<a href="#">Edit</a>	<a href="#">Active</a>

[Create New](#)

[Back to Participant List](#)

- ▶ Edit current fund and function code by clicking edit.
- ▶ Select Create New to add a new fund and/or function code.

# Participant Funding

Current User: Sharon User | School Year: 2015 | Current Qtr: 1- JAS | Role: Coordinator | District: Abbeville 60

- ▶ Select the Fund Code and Function Code from the dropdown and click Save Changes.
- ▶ Finance contact will enter financial information such as salary and fringe.

## Edit 2015 funding entry

To edit the funding information for this participant, select a **funding quarter** from the dropdown list, enter the 4 digit **funding code**, select the appropriate **function code** from the dropdown list, enter the **Salary**, **Fringe**, **Funding Source**, and **Funding percentage** for this entry, set the status to Active, then click the **Save Changes** button to update the funding information.

When entering **Salary** and/or **Fringe** amounts, just enter the amount without any dollar signs or decimals (unless the amount contains cents). An example for entering \$56,000 for salary would be to enter the value into the **Salary** text box as 56000 and the same would apply to entering a **Fringe** amount. When entering a **Funding Percentage**, simply enter the percentage as a whole number. An example of entering 56% for the **Funding Percentage** would be to only enter 56 into the **Funding Percentage** text box, the percent sign (%) is not necessary.

You are currently editing a funding record for: **Elaine Rosenbaum**

## Funding Information

Funding Quarter	Funding Code	Function Code	
1 - JAS	207 - Perkins Aid, Title I, Bas	212 - Guidance Services	
Salary	Fringe	Funding Source	Funding Percentage
5880.83	1865.06	Federal	43
Status			
Active			
Save Changes		Back to Funding List	

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# Participant Funding

- ▶ The Participant Funding activities will be covered in more depth in the afternoon webinar hosted by Loretta Dykes.



# PART III

- ▶ Participant Logon/Completing the Random Moment Survey



# Random Moment Survey Notifications

- ▶ Participants will receive a notification via email when selected for a random moment survey.
- ▶ Notifications will go out **daily** until the survey has been completed.

## PART III

- ▶ Completing the Random Moment Survey on new SDAC Web App (Participants)

# SDAC Participants Login

- ▶ Log in to [www.ed.sc.gov](http://www.ed.sc.gov)
- ▶ Click Login Link



# SDAC Participants Login

- ▶ Enter User ID in User ID/Email field.
- ▶ Enter password in password field.



The screenshot shows the login interface for the SCDE Web Site Member Center. At the top left, the South Carolina State Department of Education logo is visible. The main heading is "Login to the SCDE Web Site Member Center". Below this, the instruction "Log on using E-Mail Address" is displayed. There are two input fields: "User Id / E-mail:" and "Password:". To the right of the "User Id / E-mail:" field is a "Log On" button. Below the input fields, there is a section for "Teachers" with a link "Click here to view Certification Status". A message states: "If you are experiencing issues with 'Authorization' of your log in, please use the 'Reset Password' option below." Below this message are three buttons: "Create Account", "Reset Password", and "Request Tech Support". At the bottom, there is a footer area with the text: "You are accessing this site from a device running Windows Server 2008 R2." and "This site is intended for authorized users only." The footer also includes the copyright notice "© 2012 South Carolina Department of Education. All rights reserved." and a link to "Privacy & Legal Information".

# SDAC Participants Login

- ▶ Select SDAC under Web Applications.
- ▶ **DO NOT** select WebDAC or SDAC – Training. You will not find surveys here.

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Logout

**Member Center**

Name: Quinton Harris | E-mail: QHarris@ed.sc.gov | Username: qharris

**User Tools**

- [Change your security question answers](#)

**Agency Employee Resources**

- [Mick Zais - Transforming Our Schools Presentation](#)
- [MySCEmployee](#)
- [SCDE IT Project FAQ](#)
- [SCEIS - Citrix](#)
- [SCEIS - Supplier-Relationship Mgmt \(SRM\)](#)
- [Webmail](#)

**Agency Applications**

- [Agency Editor](#)
- [Agency Routing System](#)
- [eServices Request](#)

**Web Applications**

- [Clemson Combo](#)
- [SDAC](#)
- [School Nursing Surveys](#)
- [Special Needs Transportation SNT Database](#)
- [WebDAC](#)

**Web Training Applications**

\* Applications below are for training purposes only.

- [SDAC - TRAINING](#)

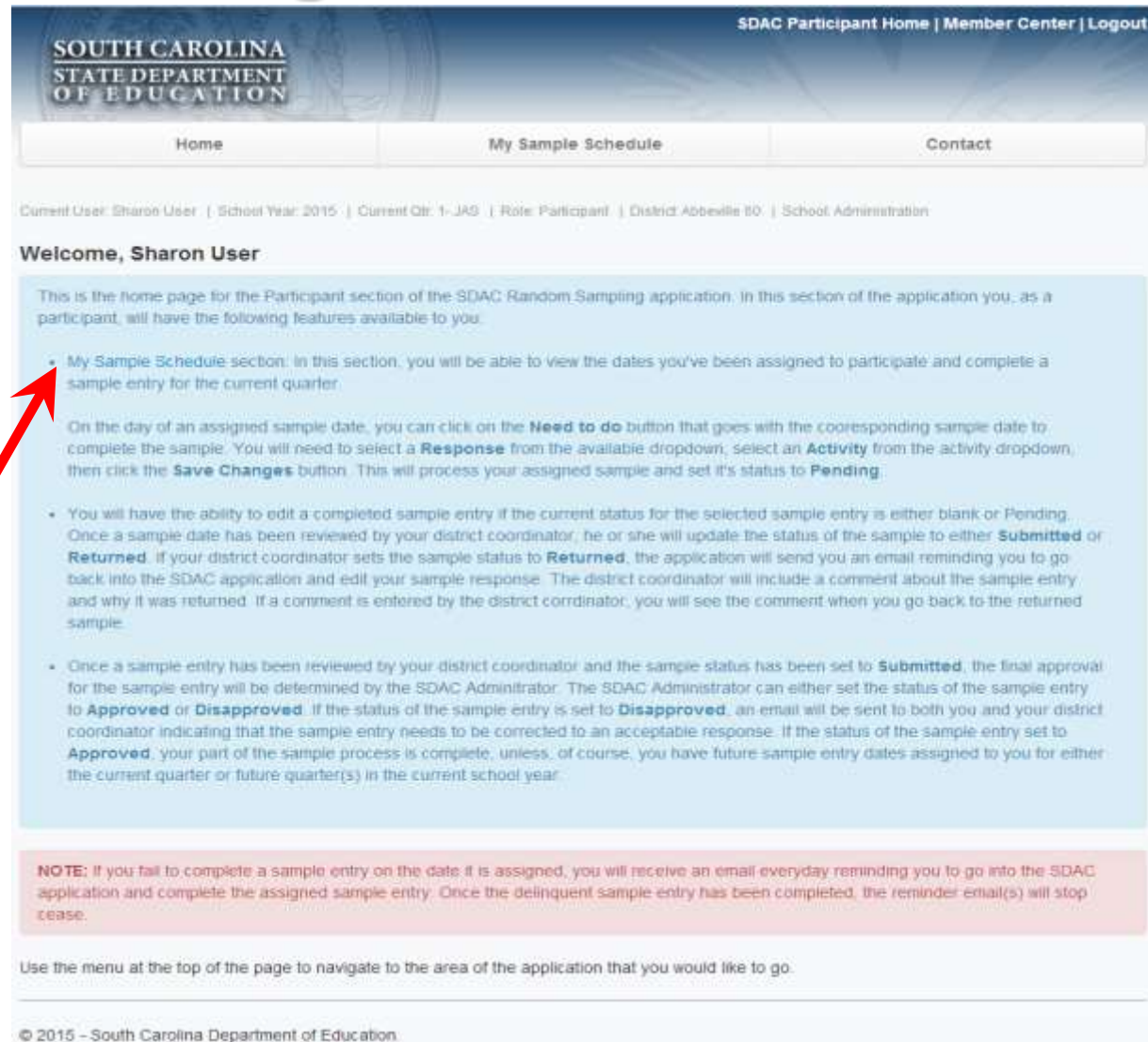
# SDAC Participants Login

- ▶ If the SDAC link does not work try one of these troubleshooting methods.
  1. Make sure you are using Google Chrome or Mozilla Firefox. Internet Explorer does not work well with the SDAC application.
  2. Make sure your password does not have a special character in it. This can prevent the SDAC link from opening.



# SDAC Participants Login

- ▶ After a successful login, this is your landing page.
- ▶ Page displays instructions on completing surveys.
- ▶ To access your random moment surveys, click My Sample Schedule.



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SDAC Participant Home | Member Center | Logout

Home My Sample Schedule Contact

Current User: Sharon User | School Year: 2015 | Current Qtr: 1-JAS | Role: Participant | District: Abbeville 80 | School: Administration

**Welcome, Sharon User**

This is the home page for the Participant section of the SDAC Random Sampling application. In this section of the application you, as a participant, will have the following features available to you:

- **My Sample Schedule** section: In this section, you will be able to view the dates you've been assigned to participate and complete a sample entry for the current quarter.

On the day of an assigned sample date, you can click on the **Need to do** button that goes with the corresponding sample date to complete the sample. You will need to select a **Response** from the available dropdown, select an **Activity** from the activity dropdown, then click the **Save Changes** button. This will process your assigned sample and set it's status to **Pending**.

- You will have the ability to edit a completed sample entry if the current status for the selected sample entry is either blank or **Pending**. Once a sample date has been reviewed by your district coordinator, he or she will update the status of the sample to either **Submitted** or **Returned**. If your district coordinator sets the sample status to **Returned**, the application will send you an email reminding you to go back into the SDAC application and edit your sample response. The district coordinator will include a comment about the sample entry and why it was returned. If a comment is entered by the district coordinator, you will see the comment when you go back to the returned sample.
- Once a sample entry has been reviewed by your district coordinator and the sample status has been set to **Submitted**, the final approval for the sample entry will be determined by the SDAC Administrator. The SDAC Administrator can either set the status of the sample entry to **Approved** or **Disapproved**. If the status of the sample entry is set to **Disapproved**, an email will be sent to both you and your district coordinator indicating that the sample entry needs to be corrected to an acceptable response. If the status of the sample entry set to **Approved**, your part of the sample process is complete, unless, of course, you have future sample entry dates assigned to you for either the current quarter or future quarter(s) in the current school year.

**NOTE:** If you fail to complete a sample entry on the date it is assigned, you will receive an email everyday reminding you to go into the SDAC application and complete the assigned sample entry. Once the delinquent sample entry has been completed, the reminder email(s) will stop cease.

Use the menu at the top of the page to navigate to the area of the application that you would like to go.

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# Participant Sample List for Current Quarter Page

- ▶ Status
  - **Pending:** Awaiting SDAC Coordinator approval.
  - **Approved:** SCDE Coordinator has signed off on the survey.
  - **Returned:** SDAC Coordinator has returned survey for correction.
- ▶ Action
  - **Need to Do:** Please select this option to open your random moment survey for completion

Current User: Sharon User | School Year: 2015 | Current Qtr: 1- JAS | Role: Participant | District: Abbeville 60 | School: Administration

## My Random Sampling Schedule for the 2015 school year

Listed below are the dates you've been assigned to participate in the SDAC Random Sampling for the current quarter (**1- JAS**). If you were assigned to complete the sample today or if you have not completed a sample from a previous day during the current sampling quarter, click on the **Need to do** button.

If an Action button is a **Pending**, **Returned**, or **Disapproved** button you will be able to edit or correct the sample entry.

The following is a list of reasons an Action button could be disabled and not available to click:

- **Too early** button: The sample date assigned is greater than today's date.
- **Need to do** button: The sample quarter for the assigned sample date is closed.
- **Submitted** button: Your district coordinator has set the sample status to Submitted.
- **Successful** button: The SDAC Administrator has set the sample status entry to Approved.

Quarter	Sample Date	Sample Time	Status	Action
1 - JAS	07/05/2014	09:52 AM	Pending	<button>Pending</button>
1 - JAS	07/05/2014	03:41 PM	Approved	<button>Successful</button>
1 - JAS	09/16/2014	02:00 PM		<button>Too early</button>
1 - JAS	09/26/2014	11:14 AM		<button>Too early</button>

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# Participant Sample Entry Page

- ▶ Page displayed after selecting 'Need to Do'.
- ▶ Simply select the response that you were doing during your random moment and the activity code.

The screenshot shows the 'Participant Sample Entry Page' for the South Carolina State Department of Education. The page has a blue header with the department's logo and navigation links: 'Assigned Sample to Complete | Member Center | Help | Logout'. Below the header is a white navigation bar with three buttons: 'Home', 'My Sample Schedule', and 'Contact'. The main content area has a light blue background and contains the following text:

To complete the assigned moment in time sample, select an **Activity**, along with a **Response**, and click the **Save Changes** button. After saving your changes to this sample, the status will be set to *Pending* and awaiting approval from your SDAC District Coordinator.

If the sample has a *Returned* status, you should see a **Sample Error** section with a comment from your SDAC coordinator explaining why the sample was not set to a *Submitted* status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to *Pending* for your SDAC coordinator to review.

School Year: **2014**

**Personal Information**

Name	District/School	Quarter	Current Status
Cooper, Mike R	Abbeville 60 : Westwood Elem	1 - JAS	Pending

Assigned Sample for: 07/12/2013 at 03:50:00 PM

**Response**

2 - Absent - full-time/part-time employee with paid leave

**Activity**

0 - General Administration

**Buttons:** Save Changes, Back to My Sample List

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# Participant Sample Entry Page

- ▶ Most activity codes are driven by response. For example, if participant selects Absent–full–time/part–time employee with paid leave, the only SDAC activity code for selection is O–General Administration.
- ▶ Click Save Changes button to submit survey for SDAC coordinator approval.

**SOUTH CAROLINA  
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Assigned Sample to Complete | Member Center | Help | Logout

Home | My Sample Schedule | Contact

To complete the assigned moment in time sample, select an **Activity**, along with a **Response**, and click the **Save Changes** button. After saving your changes to this sample, the status will be set to Pending and awaiting approval from your SDAC District Coordinator.

If the sample has a *Returned* status, you should see a Sample Error section with a comment from your SDAC coordinator explaining why the sample was not set to a Submitted status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to Pending for your SDAC coordinator to review.

School Year: 2014

**Personal Information**

Name	District/School	Quarter	Current Status
Cooper, Mike R	Abbeville 60 - Westwood Elem	1 - JAS	Pending

Assigned Sample for: 07/12/2013 at 03:50:00 PM

**Response**

2 - Absent - full-time/part-time employee with paid leave

**Activity**

O - General Administration

Save Changes | Back to My Sample List

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# Response: Travel and Other

- ▶ If you select the response 'Travel-What purpose?' or 'Other' you will have to give more information regarding your Response in the box before you can submit your survey.

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STATE DEPARTMENT  
OF EDUCATION**

Assigned Sample to Complete | Member Center | Help | Logout

Home My Sample Schedule Contact

To complete the assigned moment in time sample, select an **Activity**, along with a **Response**, and click the **Save Changes** button. After saving your changes to this sample, the status will be set to *Pending* and awaiting approval from your SDAC District Coordinator.

If the sample has a *Returned* status, you should see a Sample Error section with a comment from your SDAC coordinator explaining why the sample was not set to a *Submitted* status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to *Pending* for your SDAC coordinator to review.

School Year: **2014**

**Personal Information**

Name	District/School	Quarter	Current Status
Cooper, Mike R	Abbeville 60 : Westwood Elem	1 - JAS	Pending

Assigned Sample for: 07/12/2013 at 03:50:00 PM

**Response**

7 - Travel - What purpose?

**Travel Description**

this is a test. 123

**Activity**

0 - General Administration

Save Changes Back to My Sample List

# Response: Travel and Other

- ▶ When listing your description please be specific.
- ▶ **DO NOT** list something general such as ‘general office duties’, ‘paperwork’, or ‘meeting’. Give specifics as to the activity you were performing.
- ▶ The person who will be reviewing your RMS (Matthew Melton) does not know what activities you routinely perform and is unable to read your mind.

# Response: Mental/Medical Health Referrals

- ▶ If you select the response “Mental/Medical health referrals,” you will have to download the required SDAC referral form.
- ▶ Complete the referral form and send to your district’s SDAC coordinator.

The screenshot shows the South Carolina Department of Education's SDAC system interface. At the top, there is a header with the department's name and a navigation bar with links for Home, My Sample Schedule, and Contact. Below the navigation bar, there is a section for instructions on completing the assigned moment in time sample. This is followed by a section for the current sample, which includes the School Year (2014) and a table of Personal Information. The table lists the Name (Cooper, Mike R), District/School (Abbeville 60 - Westwood Elem), Quarter (1 - JAS), and Current Status (Pending). Below the table, there is a section for the Assigned Sample for: 07/12/2013 at 03:50:00 PM. This section contains two dropdown menus: one for Response (set to 11 - Mental/Medical health referrals) and one for Activity (set to GR - Referral for Medicaid-Covered Medical/Mental Services to Medicaid-participating provider). Below these dropdowns, there is a section for the Required SDAC Referral Form, which includes a button to download the form. At the bottom of the form, there are two buttons: Save Changes and Back to My Sample List. The footer of the page indicates the copyright year is 2013 and the owner is the South Carolina Department of Education.

SOUTH CAROLINA  
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Assigned Sample to Complete | Member Center | Help | Logout

Home My Sample Schedule Contact

To complete the assigned moment in time sample, select an **Activity**, along with a **Response**, and click the **Save Changes** button. After saving your changes to this sample, the status will be set to *Pending* and awaiting approval from your SDAC District Coordinator.

If the sample has a *Returned* status, you should see a Sample Error section with a comment from your SDAC coordinator explaining why the sample was not set to a *Submitted* status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to *Pending* for your SDAC coordinator to review.

School Year: **2014**

Personal Information

Name	District/School	Quarter	Current Status
Cooper, Mike R	Abbeville 60 - Westwood Elem	1 - JAS	Pending

Assigned Sample for: 07/12/2013 at 03:50:00 PM

**Response**

11 - Mental/Medical health referrals

**Activity**

GR - Referral for Medicaid-Covered Medical/Mental Services to Medicaid-participating provider

Required SDAC Referral Form

Please download the **required** [SDAC Referral](#) form.

Save Changes Back to My Sample List

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# Returned Survey for Correction

- ▶ Your SDAC coordinator will return a survey for correction if the activity code does not match the response given.
- ▶ An email will be sent to you letting you know you have a returned survey for correction.

[Home](#) [My Sample Schedule](#) [Contact](#)

To complete the assigned moment in time sample, select an **Activity**, along with a **Response**, and click the **Save Changes** button. After saving your changes to this sample, the status will be set to *Pending* and awaiting approval from your SDAC District Coordinator.

If the sample has a *Returned* status, you should see a Sample Error section with a comment from your SDAC coordinator explaining why the sample was not set to a *Submitted* status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to *Pending* for your SDAC coordinator to review.

School Year: 2014

### Personal Information

Name	District/School	Quarter	Current Status
Cooper, Mike R.	Abbeville 60 : Westwood Elem	1 - JAS	Returned

### Sample Error

**Returned/Disapproved Message**  
Please enter a new Response and Activity. The current entry you selected is invalid. Thanks.

Assigned Sample for: 07/12/2013 at 03:50:00 PM

**Response**  
2 - Absent - full-time/part-time employee with paid leave

**Activity**  
A - Direct Medical Services

[Save Changes](#) [Back to My Sample List](#)

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# Returned Survey for Correction

- ▶ You will see the survey status as Returned in “My Sample Schedule”.
- ▶ Please correct the survey and resubmit by selecting “Save Changes”.

Home My Sample Schedule Contact

To complete the assigned moment in time sample, select an **Activity**, along with a **Response**, and click the **Save Changes** button. After saving your changes to this sample, the status will be set to *Pending* and awaiting approval from your SDAC District Coordinator.

If the sample has a *Returned* status, you should see a Sample Error section with a comment from your SDAC coordinator explaining why the sample was not set to a *Submitted* status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to *Pending* for your SDAC coordinator to review.

School Year: 2014

Personal Information

Name	District/School	Quarter	Current Status
Cooper, Mike R.	Abbeville 60 : Westwood Elem	1 - JAS	Returned

Sample Error

Returned/Disapproved Message

Please enter a new Response and Activity. The current entry you selected is invalid. Thanks

Assigned Sample for: 07/12/2013 at 03:50:00 PM

Response

2 - Absent - full-time/part-time employee with paid leave

Activity

A - Direct Medical Services

Save Changes Back to My Sample List

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# Returned Survey for Correction

- ▶ To change the Activity Code, you will first need to change the Response Code (to any value) and then change it back. This will 'unlock' the Activity Code for you to enter the correct value.



# Surveys Requiring Validation

- ▶ Validation means that the SDAC Coordinator will follow up with participant to ensure the random moment sample process and SDAC is understood.

# Surveys Requiring Validation

- ▶ If your survey has been selected for validation, click the “Validate Sample Entry” button before submitting the survey.

**SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION**

Assigned Sample to Complete | Member Center | Help | Logout

Home My Sample Schedule Contact

To complete the assigned moment in time sample, select an **Activity**, along with a **Response**, and click the **Save Changes** button. After saving your changes to this sample, the status will be set to *Pending* and awaiting approval from your SDAC District Coordinator.

If the sample has a *Returned* status, you should see a Sample Error section with a comment from your SDAC coordinator explaining why the sample was not set to a *Submitted* status. Simply correct either the **Activity** or **Response** section(s) and click the **Save Changes** button. This will set the sample status to *Pending* for your SDAC coordinator to review.

School Year: 2014

**Personal Information**

Name	District/School	Quarter	Current Status
Cooper, Michael R.	Abbeville 60 : Cherokee Trail Elem	1 - JAS	Pending

Assigned Sample for: 08/02/2013 at 11:47:02 AM

**Response**

17 - Travel - What purpose?

**Travel Description**

travel

**Activity**

☐ - General Administration

This sample entry has been flagged for validation:

# Surveys Requiring Validation

- ▶ Please answer all questions by selecting Yes or No from the dropdown listing.
- ▶ Click “Save Changes” to save your responses.
- ▶ Click “Back to Sample Entry” to navigate back to the sample entry page to submit the survey to your SDAC coordinator for approval.

The screenshot shows the 'Sample Entry validation (AUDIT)' form from the South Carolina State Department of Education. The header includes the department's name and navigation links: 'Validate Sample Entry | Member Center | Help | Logout'. Below the header is a navigation bar with 'Home', 'My Sample Schedule', and 'Contact'. A message states: 'This sample entry has been marked for audit and validation is required. Please complete the form below and click the **Save Changes** button to submit the form.' The form contains five questions, each with a dropdown menu for 'Yes' or 'No' and a text area for specifics if 'No' is selected. The questions are: 1. 'Did you understand how to complete the sample?' 2. 'Did you feel you were adequately trained before you completed the sample?' 3. 'Did you avail yourself of online training and/or contact your coordinator before completing the sample?' 4. 'What additional training, if any, do you believe would be helpful?' 5. 'If No, why not?'. At the bottom are 'Save Changes' and 'Back to Sample Entry' buttons. The footer reads '© 2013 - South Carolina Department of Education.'

SOUTH CAROLINA  
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Validate Sample Entry | Member Center | Help | Logout

Home My Sample Schedule Contact

This sample entry has been marked for audit and validation is required. Please complete the form below and click the **Save Changes** button to submit the form.

Sample Entry validation (AUDIT)

Did you understand how to complete the sample?

If No, please give specifics.

Did you feel you were adequately trained before you completed the sample?

If No, please give particulars.

What additional training, if any, do you believe would be helpful?

Did you avail yourself of online training and/or contact your coordinator before completing the sample?

If No, why not?

Save Changes Back to Sample Entry

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## PART III

- ▶ What Happens After Participant Submits Survey?

# SDAC Coordinator Login

- ▶ After a successful login, this is your landing page.
- ▶ Participants Section: Add, Delete, Edit participant information.
- ▶ Quarterly Sample: Displays current quarter samples.

Current User: Sharon User | School Year: 2015 | Current Gr: 1- J&E | Role: Coordinator | District: Abbeville 60

## Welcome, Sharon User

This is the home page for the District Coordinator/Financial Administrator section of the SDAC - Random Sampling application. In this section of the application the coordinator and/or financial administrator will have the following features available for use:

- **NEW** Copy Costs to Current Quarter : This new feature enables the SDAC Coordinator/Financial admin to copy cost/funding entries from the previous financial quarter to the current financial quarter. This feature is only available for quarters (OND, JFM, and AMJ).
- **NEW** Close Financial Quarter : Starting this school year (2015), the SDAC Coordinator/Financial admin will need to sign-off on each cost/funding section when they have been completed for a given financial quarter. Once all of the cost/funding sections have been closed by all participating districts, the SDAC Administrator will generate the quarterly district invoices.
- **NEW** View/Sign Quarterly Invoice : Starting this school year (2015), the SDAC Coordinators will be able to view and print their district's quarterly invoice. It will be available in PDF format. In addition to viewing the quarterly invoice, each district coordinator will be required to sign-off on their district invoice electronically. This will replace the old method of notifying the SDAC administrator via email that they approve the invoice totals for their district.
- **NEW** Quarterly Costs/Funding reports: As an SDAC Coordinator, the option of printing Per Cost, and Sections I, II, and III reports is now available once the financial quarter has been closed.

[Show less features...](#)

- **Participants** section: In this section, you will be able to add, edit, or delete participants from a selected sample quarter. You can set the participant's overall active status, and enter a participant's funding information.
- **Quarterly Sample** section: This section will be used to monitor the current quarter sample's participants, enabling the coordinator to track which participants have completed their assigned sampling and those that failed to complete the sample on the date assigned to the participant.
- **Section I: Purchased Services and Supplies** section: In this section the coordinator and/or financial administrator can enter any Purchased Service and Supplies costs for their district. Entries need to be entered for each quarter of the current school year.
- **Section II: Support, Supervisory, and Administrative Personnel Costs** section: In this section the coordinator and/or financial administrator can enter the funding information for their district support, supervisors, or administrative personnel. Entries need to be entered for each quarter of the current school year.
- **Section III: District-wide Non-Federal Salaries/Fringe Benefits** section: In this section the coordinator and/or financial administrator can enter any district-wide Non-Federal Salary and/or Fringe benefit information for their district. Entries need to be entered for each quarter of the current school year.

Use the menu at the top of the page to navigate to the area of the application that you would like to go.

Please make sure your district participant's email address is up to date. If their email is not accurate, they will not receive the reminder emails if one of their sample entries is past due, their quarterly sample schedule, or the email that will be sent out if you return one or more of their sample entries for correction.

# Quarterly Sample

- ▶ Select Quarterly Sample from the landing page.
- ▶ Displays samples for current quarter and their Status.
- ▶ Search by Status: Pending, Submitted, Returned, Approved, Disapproved.

Current User: Sharon User | School Year: 2015 | Current Qtr: 1- JAS | Role: Coordinator | District: Abbeville 60

## Random Sample entries to review

Below is a list of the random sampling entries assigned to participants in your district that are ready for your review. To review the sample entry and set its status to either **Returned** or **Submitted**, click the **Review** button.

If a sample entry's status is set to either **Approved** or **Disapproved** the sample is not available for review. The SDAC administrator has reviewed the sample entry and set the status. If a sample entry's status is set to **Pending, Submitted, or Returned** the sample will be available to review.

By default, this list displays all the sample entries assigned to your district for the current quarter, as well as, the previous quarter if that quarter has not been closed out. To search for a particular sample status, select a value from the dropdown list and click the **Search by Status** button.

 Search by Status

Name	Quarter	Sample Date	Sample Time	Status	
Test, Mike	1 - JAS	07/05/2014	09:52 AM	Pending	<button>Review</button>
Test, Mike	1 - JAS	07/05/2014	03:41 PM	Approved	<button>Successful</button>
Rudisill, Linda	1 - JAS	09/03/2014	09:42 AM	Submitted	<button>Blank</button>
Carter, Shannon	1 - JAS	09/03/2014	03:31 PM	Pending	<button>Review</button>
Rothery, Priscilla	1 - JAS	09/04/2014	11:08 AM	Disapproved	<button>Disapproved</button>
Nelson, Donna	1 - JAS	09/05/2014	08:46 AM	Approved	<button>Successful</button>
Henderson, Judy	1 - JAS	09/05/2014	02:13 PM		<button>Blank</button>

# Quarterly Sample

- ▶ Status Definitions:
- ▶ Pending: Awaiting SDAC Coordinator approval.
- ▶ Submitted: Awaiting SCDE approval.
- ▶ Returned: Returned to participant for correction.
- ▶ Approved: SCDE approved sample.
- ▶ Disapproved: SCDE returned sample to district coordinator and participant for correction.



# Pending Surveys

- ▶ Search by Status: Pending.
- ▶ Select Review to open a participant's completed survey.

**SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION**

Random Sampling Response Status | Member Center | Help | Logout

Home Quarterly Sample Reports Contact

**Random Sample entries to review**

Below is a list of the random sampling entries assigned to participants in your district that are ready for your review. To review the sample entry and set its status to either **Returned** or **Submitted**, click the **Review** button.

If a sample entry's status is set to either **Approved** or **Disapproved** the sample is not available to review. The SDAC administrator has reviewed the sample entry and set the status. If a sample entry's status is set to **Pending**, **Submitted**, or **Returned** the sample will be available for review.

By default, this list displays the sample entries assigned to your district for the current quarter. To search for a particular sample status, select a value from the dropdown list and click the **Search by Status** button.

Search by Status

Name	Quarter	Sample Date	Sample Time	Status
_Pickens, Santesha	1 - JAS	07/04/2013	12:18:59 PM	<a href="#">Review</a>
_Pickens, Santesha	1 - JAS	07/04/2013	03:25:53 PM	<a href="#">Review</a>
_Pickens, Santesha	1 - JAS	07/30/2013	02:04:03 PM	<a href="#">Review</a>
_Pickens, Santesha	1 - JAS	08/08/2013	12:12:25 PM	<a href="#">Review</a>
Abell, Karen	1 - JAS	07/09/2013	11:58:33 AM	<a href="#">Review</a>
Abell, Karen	1 - JAS	07/19/2013	12:48:30 PM	<a href="#">Review</a>
Abell, Karen	1 - JAS	08/09/2013	03:24:42 PM	<a href="#">Review</a>
ABLES, KAREN	1 - JAS	08/06/2013	01:59:21 PM	<a href="#">Review</a>
Adams, Thomasena	1 - JAS	07/01/2013	11:13:52 AM	<a href="#">Review</a>
Adams, Richard	1 - JAS	07/02/2013	01:35:40 PM	<a href="#">Review</a>



# Sample Entry for Review

Current User: Sharon User | School Year: 2015 | Current Qtr: 1- JAS | Role: Coordinator | District: Abbeville 60

- ▶ If the response is correct, select Submitted from the status dropdown window and select Save Changes.
- ▶ If the response is incorrect, select Returned from the status dropdown window.

## Selected sample entry to review

Review the **Response** and **Activity** selections entered by the participant and set the sample entry's status to either **Returned** or **Submitted**. Click the **Save Changes** button to save your changes to the sample entry.

If a status of **Returned** is selected, enter an explanation for rejecting the sample entry in the **Comment** section that will be available to you. The participant will see this comment when they correct the **Returned** sample entry. A status of **Submitted** will alert the SDAC administrator to review the entry, where the status can either be set to **Disapproved** or **Approved**.

## Participant Information

Name	School Year	School
Mike Test	2015	Dixie High

## Sample Response Information

Quarter	Sample Date/Time	Current Status	Status
1 - JAS	07/05/2014 09:52 AM	Pending	<input type="text"/>

### Response

9 - Coordinating, conducting, or participating in training related to services or program

### Activity [\(show Help\)](#)

L - Training: Non-Medical/Non-Medicaid Related

Save Changes

Back to Sample Review List

# Returned Surveys

- ▶ If Returned is selected, a comment box will open where the coordinator will input the reason for returning the survey.
- ▶ Select Save Changes after inputting the comment.

## Selected sample entry to review

Review the **Response** and **Activity** selections entered by the participant and set the sample entry's status to either **Returned** or **Submitted**. Click the **Save Changes** button to save your changes to the sample entry.

If a status of **Returned** is selected, enter an explanation for rejecting the sample entry in the **Comment** section that will be available to you. The participant will see this comment when they correct the **Returned** sample entry. A status of **Submitted** will alert the SDAC administrator to review the entry, where the status can either be set to **Disapproved** or **Approved**.

## Participant Information

Name	School Year	School
Mike Test	2015	Dixie High

## Sample Response Information

Quarter	Sample Date/Time	Current Status	Status
1 - JAS	07/05/2014 09:52 AM	Pending	R - Returned ▼

## Response

9 - Coordinating, conducting, or participating in training related to services or program

## Activity [\(show Help\)](#)

L - Training: Non-Medical/Non-Medicaid Related

## Comment to Participant

### Returned Reason

Save Changes

Back to Sample Review List

# Returned Surveys

- ▶ The participant will receive an email stating the status of the survey is now 'Returned'.
- ▶ The participant should make necessary changes and re-submit the survey.

# PART IV

## ▶ Other Resources

# Reminder

- ▶ If you perform any finance functions in the SDAC application or if you would like to learn more about the financial aspect of the SDAC application, please come to the afternoon training that begins at 2:00.

# Other Training Resources

- ▶ <http://ed.sc.gov/agency/programs-services/109/>

The screenshot shows the South Carolina State Department of Education website. The header includes the department's name and a search bar. The navigation menu has links for 'I'm Looking For?', 'Agency', 'Programs & Services', 'Research Portal', 'Contact', 'Login', and 'Help'. The main content area displays the breadcrumb trail 'Home > Agency > Programs services > 109 > Medicaid School District Administrative Claiming'. The title is 'Medicaid School District Administrative Claiming (SDAC)'. The text describes the SDAC program as providing Medicaid reimbursement to school districts for various medical-related administrative activities. Below this, there is a section for 'Additional Resources & Information' with two bullet points: 'SDAC Coordinators Materials and Information' and 'SDAC Cost Reporting Guide (PDF 1,177 Kb)'. A second bullet point links to 'SDAC Cost Reports School Year 2011-2012 (PDF 1,667 Kb)'. The page is dated 'Last Updated: 10/11/2011'. On the right side, there is a 'Contact Information' box for the Office of Medicaid, listing Virgie Chambers as the Office Director, with the address 1429 Rutledge Suite 706-D, Columbia, SC 29201, and contact details: Tel: 803-734-2087 and E-mail: [VChamber@ed.sc.gov](mailto:VChamber@ed.sc.gov). The footer contains links to 'Link To Us', 'www.sc.gov', 'Privacy', and 'Legal', along with a copyright notice for 2012 and a statement about trademarks.

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Search [ed.sc.gov](http://ed.sc.gov) Go

f t You Tube

**I'm Looking For?** **Agency** **Programs & Services** **Research Portal** **Contact** Login Help

Home > Agency > Programs services > 109 > Medicaid School District Administrative Claiming

### Medicaid School District Administrative Claiming (SDAC)

The School District Administrative Claiming (SDAC) program provides Medicaid reimbursement to school districts for various medical-related administrative activities performed by certain district staff.

#### Additional Resources & Information

- [SDAC Coordinators Materials and Information](#)
- [SDAC Cost Reporting Guide \(PDF 1,177 Kb\)](#)
- [SDAC Cost Reports School Year 2011-2012 \(PDF 1,667 Kb\)](#)

Last Updated: 10/11/2011

#### Contact Information

**Office of Medicaid**  
Virgie Chambers,  
Office Director  
1429 Rutledge  
Suite 706-D  
Columbia, SC 29201  
Tel: 803-734-2087  
E-mail: [VChamber@ed.sc.gov](mailto:VChamber@ed.sc.gov)

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# Resources for SDAC Coordinators and Participants

- ▶ SCDE will have pre-recorded presentations on its website to facilitate training for both coordinators and participants.

# CMS Requires Proof of Training

- ▶ All SDAC Coordinators and SDAC participants must have documentation of training in SDAC and understanding of SDAC coding activities.
  1. I understand the administrative claiming activities.
  2. I understand and have information on the coding system used for data collection.
  3. I understand the sampling process.
  4. I understand and have instructions on how to complete the survey form.



# CMS Requires Proof of Training

- 5. I have direction on how to report activities under the appropriate time study activity code.
- 6. I have received guidance on distinguishing between health-related and other activities.
- 7. I understand the distinction between the performance of administrative activities and direct medical services.
- 8. I know where to obtain technical assistance if there are questions.

# CMS Requires Proof of Training

- ▶ All trainees (participants and coordinators) will certify training electronically through the SDAC web application (the 'Trained Date' in the Participant Section).
- ▶ You will also need to keep the training certificates on file for your QA audit.

# CMS Requires Proof of Training

## Training Roster Certification

I certify that I have reviewed and that I understand the SDAC materials.

- I understand the administrative claiming activities;
- I understand and have information on the coding system used for data collection;
- I understand the sampling process;
- I understand and have instructions on how to complete the survey via the SDAC application;
- I have direction on how to report activities under the appropriate time study activity code;
- I have received guidance on distinguishing between health-related and other activities;
- I understand the distinction between the performance of administrative activities and direct medical services; and
- I know where to obtain technical assistance if there are questions.

Signature/Date	
Print name	
School/District	

Return to District's SDAC Coordinator

*(Or return to SCDE if you are the District Coordinator certifying that you've been trained)*

**SY 2015-2016**

# Other Questions/Technical Assistance

- ▶ Program Questions/Technical Assistance?
- ▶ Matthew Melton, SDAC Coordinator
  - ▶ 803-734-2108
  - ▶ [mmelton@ed.sc.gov](mailto:mmelton@ed.sc.gov)
- ▶ Quinton Harris, SNT Coordinator
  - ▶ 803-734-3913
  - ▶ [qharris@ed.sc.gov](mailto:qharris@ed.sc.gov)

# Other Questions/Technical Assistance

- ▶ Fiscal Questions?
- ▶ Loretta Dykes, Fiscal Technician
- ▶ 803-734-6030
- ▶ [ldykes@ed.sc.gov](mailto:ldykes@ed.sc.gov)

# The End

- ▶ Questions?

